

## **CITY OF BURBANK**

### **LITERACY COORDINATOR**

#### **DEFINITION**

Under direction, develops, implements, and monitors a literacy grant program; and performs related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and coordinates a literacy program; establishes goals and objectives for the program; provides leadership and assistance for a literacy coalition of library, municipal, educational, social services, community and business resources; establishes and maintains contacts with community groups and solicits their support; designs, disseminates and evaluates a publicity program; recruits and supervises adult learners and volunteer tutors; attends literacy training classes and plans training programs for tutors; monitors progress of students and volunteer tutors; coordinates a referral network and a file of community resources; participates in and reports to literacy workshops and meetings; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; evaluates and reports on the progress of the program; prepares and maintains budget reports; plans and implements fund-raising projects; plans, prepares and submits grant applications; coordinates selection and purchasing of project materials; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - goals of a volunteer literacy program; understanding of public library service and philosophy; supervision and management techniques; computer systems.
- Ability to - plan, organize and direct a comprehensive literacy grant program; plan, direct, and evaluate the work of others; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in education, social services, or a related field.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** A Master's degree in Library or Information Science or Bachelor's degree in Social Science with equivalent experience in adult literacy development. Fluency in a second language and volunteer experience.